

PASBO REPORT

volume 2, issue 6

DECEMBER 2015

Pennsylvania Association of School Business Officials

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PASBO's mission: Creating great schools by developing outstanding school leaders and providing responsive school business solutions

PASBO Report is the official publication of the Pennsylvania Association of School Business Officials. The publication is intended to inform and educate its readers about policy and technical issues related to school business management. Submit articles for publication to PASBO c/o Communications Manager, (syorty@pasbo.org). Articles will not be returned and are subject to review, approval and editing prior to publication. Unless otherwise stated in the article, the views and opinions of the authors are their own and do not necessarily reflect the positions of PASBO. Articles appearing in PASBO Report may be reprinted with permission of PASBO.

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Two Views at Energy Conservation

Energy conservation is defined as *reducing energy consumption through using less of an energy service*. Many schools have developed energy conservation plans in order to benefit their school both on an environmental level and also financially. PASBO asked Thomas W. Schneider, Director of Facilities and Operations at North Penn SD, and Edward G. Poprik, PRSBO, Director of Physical Plant at State College Area SD and PASBO Vice President, to share what their districts have done to conserve energy.

THOMAS W. SCHNEIDER, NORTH PENN SD



1. Have you taken any measures in energy conservation at your school?

North Penn School District partnered with ENERGY STAR in 2008 and embarked on an energy management program. By 2011, North Penn had reduced energy 8%. Also in that same year, North Penn refocused the energy management program to include a student engagement program, retro-commission of the buildings and changes in operation. By 2013, North

Penn had reduced energy 37% and cost avoided \$1.8 million per year in expenditure. To date the energy management program has yielded in excess of \$7 million in cost avoidance since the commencement of the program.

2. What programs or projects have you implemented?

North Penn has engaged the student body to make empowered decisions in energy conservation. The students came up with ideas and influenced the culture of the building. In addition to the student engagement program, North Penn focused on the building operation and made changes to how the buildings operate to improve energy consumption along with indoor air quality, better temperature control and better humidity control.

3. What impact has this program/project made on your school? On your budget?

The energy management program, including revenues from demand response, has positively impacted the annual budget approximately \$2.0 million per year.

4. What are the real savings?

The real savings can be expressed a few ways:

- ♦ 2008/2009 total energy expenditure: \$3.85 million
- ♦ 2014/2015 total energy expenditure: \$2.05 million

A few specific school examples:

- ♦ 2008/2009 North Penn High School Electricity Expenditure: \$980,000
- ♦ 2014/2015 North Penn High School Electricity Expenditure: \$529,000

- ♦ 2008/2009 Pennbrook Middle School Electricity Expenditure: \$221,000
- ♦ 2013/2014 Pennbrook Middle School Electricity Expenditure: \$82,000

5. Are students, staff or community impacted?

The school community at large was positively impacted with the help of the student engagement program. Once the students became passionate about energy conservation, it became contagious in the schools and the culture changed. We have heard from Principals, Teachers and Parents that the energy program has benefited the entire school community.

6. Could another school implement this program? What is needed to get started?

This program is duplicable. The North Penn energy management program was developed to Council Rock's program that reduced energy 49% and cost avoided \$9.0 million in a period of 60 months. The program starts with benchmarking the district's energy consumption with ENERGY STAR's Portfolio Manager and finding the estimated performance gap. Once this is found focusing on building operations and student engagement will produce remarkable results.

EDWARD G. POPRIK, PRSBO, STATE COLLEGE AREA SD



1. Have you taken any measures in energy conservation at your school?

State College Area School District has actively pursued energy conservation for more than 20 years.

2. What programs or projects have you implemented?

- ♦ Management/behavior based programs
 - ❖ EnergyStar benchmarking for each building is reviewed with Physical Plant supervisors at staff meetings
 - ❖ "Summer shut down program" see question 3
 - ❖ Classroom temperature set points at set at 68-70 for daytime heating, 55-60 for night set back, and 72-75 for cooling
 - ❖ Active monitoring of lights where occupancy sensors do not exist
- ♦ Equipment based
 - ❖ Lighting upgrades at Park Forest Middle
 - ❖ Lighting upgrades at Radio Park Elementary
 - ❖ Lighting upgrades at Corl Street Elementary
 - ❖ Boiler upgrades at Corl Street Elementary
 - ❖ Cool Roofing System at Park Forest Middle

Continued on next page

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- ❖ Lighting upgrades at Mount Nittany Middle
- ❖ Window upgrades at Lemont Elementary
- ❖ LED exit signs, District Wide
- ❖ New boilers at Panorama Village
- ❖ Cool Roofing System at Radio Park
- ❖ Lighting upgrades in the Gym and Pool and High School North
- ❖ Lighting upgrades at the Easterly Parkway All Purpose Room
- ❖ Third party energy audits through a West Penn Power grant
- ❖ Lighting and kitchen equipment at Park Forest Elementary.
- ♦ New construction – our Board has passed a resolution on sustainability
- ♦ Grants – we recently received 2 grants totaling close to \$4million to build our HS project to LEED Gold status (from DCED)

3. What impact has this program/project made on your school? On your budget?

The summer shutdown has resulted in a savings of more than \$180,000 over the past seven summers.

4. Are students, staff or community impacted?

Yes, everyone was impacted in positive way in terms of cost avoidance as well as the positive indoor environmental impact of LEED buildings.

5. Could another school implement this program? What is needed to get started?

Yes, another district can implement similar programs in their schools. However, a combined commitment from the facilities, business and educational leaders in the district is required to be successful.

If you have any questions about the programs described in this article, please contact Tom (schneit@npenn.org) or Ed (egp11@scasd.org).

These are just two fine examples of what can be done to conserve energy at the school level. If you're looking to expand your programs at your school or even get started with one, the PASBO Electronic Resource Center is a fantastic place to start. Go to www.pasboerc.org and search Energy Conservation. You will find a variety of documents from Energy Conservation Programs to forming Energy Management Teams. You can take a look at an Energy Performance Contract and read up on Benchmarking Toward Energy Efficiency. More than 290 documents are under the Energy Conservation category and are not just from Pennsylvania. Learn from our ASBO affiliate states and see what works in other parts of the country!

Energy Saving Tips For Schools (from the Alliance to Save Energy)

LIGHTING

- ♦ Turn off lights when not in use - lighting accounts for nearly 50% of the electric bill in most schools. There's no reason to leave lights on if a room is empty for more than one minute. (And, yes, this applies to the new energy-efficient fluorescent lights.)
- ♦ Form a student energy patrol to ensure lights are out when rooms are empty (check classrooms, the cafeteria, the auditorium, etc.).
- ♦ Have students make signs and stickers to remind people to turn off the lights when they leave a room.
- ♦ Remove unneeded light fixtures near windows, especially in unused corners or along banks of windows.
- ♦ Use energy efficient compact fluorescent light bulbs (CFLs) and light-emitting diode (LED) bulbs.

HEATING & COOLING

- ♦ Save on energy costs without sacrificing comfort. It's expensive to heat and cool school buildings, but indoor temperatures must be comfortable so teachers can concentrate on teaching and kids can concentrate on learning. A rule of thumb: Consider setting thermostats at 68 degrees for heating and 78 degrees for cooling. Using fans can make people feel degrees cooler, at much less cost than air conditioning.
- ♦ Where classrooms or other areas are uncomfortably cold or drafty, find out why and fix the problem. Custodians, teachers, and students should work together to increase building comfort.

COMPUTERS

- ♦ If your school computers have power-management features, make sure controls are set so they will go into the "sleep" mode when not in active use. (Screen savers don't save energy—only the sleep mode does.)
- ♦ Students should turn off monitors that will not be used for the next class period. All computer equipment should be turned off at the end of the day and on weekends, unless your network technicians specifically instruct otherwise.

INVOLVE THE WHOLE SCHOOL

- ♦ Get the entire school involved. Energy savings add up when the entire school joins together in conservation efforts. Schools with effective conservation programs have reported reductions of as much as 25% in utility bills.
- ♦ Publicize energy costs and savings. When people know how much it costs to power their school, they can see why it's worth some extra effort to avoid waste.

More tips are available at:

<https://www.ase.org/resources/energy-saving-tips-schools>

Take Action!

BY JACLIN B. KRUMRINE, PRSBA



Funding Public Education in Pennsylvania. The State Budget Impasse weighs heavily on my mind as I'm sure it does for most of you. We have gone over five months without a state budget for 2015-16 and without adequate funding to support the education

of our children.

Please Take Action!

If you are reading this article, you are most likely already receiving communication from PASBO through Legislative Alerts and Budget Blogs encouraging you to communicate with your legislators about what is happening (or not happening) at the Capitol relative to state budget negotiations. Your voice can make a difference and the collective action of PASBO members has had an impact on recent legislative discussions, such as stopping the back end referendum.

Membership Matters so "Pass it Along" ...

BY JONI MANSMANN, PRSBA

PASBO and the Membership Committee need you! As an active member of PASBO you hold the match for our PASBO torch. You can pass the passion you have for your membership and what it has done for you. You can pass the knowledge you have gained from being a member of PASBO and you can pass the pride of membership onto our next generation of School Business Officials.

The single most important thing you can do as a member of PASBO is to refer a professional for PASBO membership, our members are our best reference! Non-Members are missing out on: important legislative issues updates, countless networking opportunities, chances to advance their careers by attending workshops and credentialing. This goes for our business vendors too; potential vendors are missing all the networking opportunities available to them that the PASBO membership affords them, so pass along all this good stuff to our business community as well.

The Membership Committee is working on some tools that could help you in your "Pass it along" endeavors so keep reading the PASBO Report, checking out Twitter and Facebook for more to come as we Pass along to you for you to keep it going.

The lack of an adequate state funding formula and budget cuts have created significant problems for most public schools in Pennsylvania. At this point in time, many schools have had to borrow money in order to fund day to day operations, incurring unanticipated interest costs. Less funding translates to fewer resources, smaller staff and increased class sizes, not to mention a host of other impacts to student programs and supporting operations. Financial resources for public education are increasingly scarce and present significant challenges for school district leaders to maintain adequate educational programming for their students.

Let's hope the state legislature and the Governor are able to come to a budget agreement in the very near future and fund the necessary functions of government.

Your voice can make a difference. When you receive the next PASBO Legislative Alert, please take a moment to click on the "Take Action!" link to communicate with your legislators about the importance of funding public education.

ELECTION RULES

The following rules have been adopted by the PASBO Board of Directors and shall govern the 2016 election:

1. Information regarding a candidate will be published in PASBO Report prior to the election. No other information shall be published or distributed by the candidate.
2. Advanced mailings supporting candidates are prohibited.
3. Distribution of information about a candidate is restricted to what is prepared and circulated by the PASBO Nominations and Elections Committee.
4. Badges and stickers promoting a candidate are not permitted.
5. Hospitality rooms may not be used to support a candidate.
6. Exhibitors may not display or distribute information on candidates in exhibit booths, hospitality rooms or any other location during or prior to the conference.
7. Two copies of these rules will be mailed to each candidate to be signed. One copy shall be returned to the Chairperson of the Nominations and Elections Committee on or before March 1, 2016.

DEADLINE

A letter of intent, resume and picture must be submitted to the chair of the Nominations and Elections Committee by December 31, 2015. All documents should be emailed to swisler@mciu.org or mailed to: Stan H. Wisler, PRSBA, Montgomery County IU #23, 2 W. Lafayette Street, Norristown, PA 19401

It Could Have Been Worse...

BY HANNAH S. BARRICK

The process for getting to a final 2015-16 state budget has been a long and rocky road, to say the least. It was fraught with ups and downs, stops and starts, stopgaps, overrides, frameworks, deals, posturing, charade, theater and pretty much everything in between.

While things may not have turned out perfectly for school districts in all aspects of the final budget, one thing is certain: it could have been worse. A lot worse.

Once upon a time during this lengthy budget process, property tax relief was tied to the budget framework. It was part of the original proposal put forth by Governor Wolf back in March, and it was carried forward, albeit in a different direction, by House Republicans as one of their major asks at the budget table.

While property tax relief is easy to agree on in concept, the devil is in the details, and efforts to raise revenue to cover increased relief and to distribute that additional relief resulted in absolute controversy in the House.

Out of this controversy, came another controversial proposal, one that would be potentially devastating to school districts across the commonwealth. Ignoring the reality driving school district cost increases, the legislature wanted to find a way to ensure that any increase in property tax relief would not be rendered meaningless over time due to rising property taxes. They found their solution by proposing a backend referendum requirement, forcing school districts to get voter approval for any and all increases in property taxes, eliminating the Act 1 index and all remaining Act 1 exceptions in one fell swoop.

After a lot of work and effort to educate the House and Senate about the extremely negative implications of moving to a backend referendum requirement, the education groups managed to push

the idea of a full referendum off the table. At that point, several other "taxpayer protection" measures came into the conversation, including the possibility of requiring that a supermajority of school board members vote on any tax increase, a referendum (a la 2007) on implementation of a local earned income or personal income tax, the elimination of the remaining Act 1 exceptions, the shaving or elimination of the adjusted Act 1 index and prohibition on increasing property taxes in districts where there was an unassigned fund balance greater than 4%.

While discussion on what taxpayer protection measures could be imposed, another scary proposal made its way into the negotiations. This time, the subject was property tax elimination.

While the House had tackled and defeated property tax elimination proposals in the past, the Senate had not taken up the issue. To ensure that the proposal could provide the revenue necessary to eliminate property taxes, tweaks had to be made to the original proposal, jacking the state personal income tax from 3.07% to 4.95% and increasing and expanding the sales tax. After a flurry of activity surrounding this issue, the Senate called the bill up for a vote, which resulted in a well-orchestrated 24-24 tie, requiring the lieutenant governor to cast the tie-breaking vote against the plan.

With the defeat of the property tax elimination proposal, the controversy surrounding the generation of revenue to carry the House proposal and the uncertainty about the distribution of those funds, the property tax relief component of the budget fell under its own weight. Fortunately, as it fell, it took with it any taxpayer protection measures that would be applied to school districts.

While we dodged a bullet or two during these negotiations on those fronts, it is unlikely that we've seen the last of these issues. Property tax relief will continue to be a priority for many in the legislature, and as 2016 is an election year, there will likely be a lot of rhetoric and interest in moving forward with a proposal to provide relief to constituents.

Property tax relief is something that can and should be accomplished, but it is also something that can't be looked at in a vacuum and it can't be accomplished at the expense of school districts. We are hopeful that when the conversation shifts back to this issue—and it will quickly—we can work with the legislature to find a middle ground that provides property tax relief to individuals while ensuring that school districts have the flexibility to generate the revenue they need each year.



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For detailed information on advertising and our editorial calendar in *PASBO Report*, please take a look at our Media Kit, <http://files.pasbo.org/2015-16PASBOMediaKit.pdf>. You may also contact Jen Smith at jen@thinkgraphtech.com or (717) 238-5751, ext. 124.

Up Your Networking Game

BY CORRINE W. SHEARER, CAE



One of the most often cited reasons to attend the PASBO Annual Conference is the opportunity to network with your peers. The blend of more than 120 sessions presented by technical experts and peers, networking events and informal visiting in the halls all provide opportunities to meet up with

old and new colleagues to share your experience and brainstorm on ways to overcome common challenges. With the PASBO Annual Conference right around the corner (March 8 - 11, 2016), now is a great time to take stock and think about how you can up your networking game to make the most of your conference experience.

Networking is really about connecting with people and building trusting, professional relationships. One of the challenges to effective networking may arise out of discomfort with the act of networking, which for many people can feel forced or insincere. But it doesn't have to be that way, says Carol Vernon, certified executive coach and principal of Communication Matters. One way to get more comfortable with networking is to set goals around it and develop a strategy – it is not just a random activity.

With a strategy, you're more likely to think about how you can help or collaborate with those in your network. A dedicated plan can also help you set goals for yourself, such as checking in with a certain number of people every month following the conference. With consistent contact, it's also much easier to turn to someone for a favor every once in a while. "It's very different to call someone or connect with someone you don't know to ask them for a favor," Vernon said. "But if you have strategically built a network where you have been generous and authentic, you've shared information, you've looked for opportunities for them and it's not quite as hard."

Vernon offers these tips for implementing your networking strategy:

Be genuine and show interest. Genuinely ask about other people. A good question is to ask people what they are most excited about at work at the moment. It gets people talking and shows you care.

Know yourself and prepare. Some people have no problem approaching others, while some are a little more hesitant. But if you know you have trouble with networking, you can better prepare yourself. Think about the types of things you can bring to the discussion to connect with people.

Step outside of your comfort zone. It doesn't come naturally to everyone, so stretch a bit and be the one to initiate a conversation with those around you. Remember, everyone works in the same profession, so there is no shortage of conversation starters.

Don't hide behind your tech. Fight the urge to check your email and voicemails during any downtime. Use that time to chat with those around you.

Get business cards from everyone. You're going to meet so many people over a very short period of time. Ask for business cards from everyone you meet and, when you get a chance, write yourself some notes about when you met them, what you talked about, and anything you want to remind yourself about that person.

Don't let connections drop. It's so easy to walk away from someone you've just had a great conversation with and never talk to them again. Creating a genuine connection takes work and follow-through after the conference or event is over. Just because you have a business card it doesn't mean you've established a connection.

The connections that are developed through attending conferences and events can play an invaluable role in your continuing professional growth. Having a strategy for networking will help to turn those few days of face-to-face interaction into the best-case scenario - friendships for years to come.

The IRS mileage reimbursement rate for 2016 has been announced at \$.54 per mile (reduced from .575).



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What Does December Bring?

BY ANTHONY J. BROCHU, JR.

We started our school year with fewer of the new regulations and just more of the, what can we do to make it through this year and be in the black?

Some of us started the year off using the new SES or the CEP systems that posed a challenge in how the programs would talk to each other and how we would get the information we need to stay in compliance. Some of us even jumped into the PrimoEdge pool with both feet hoping what the state purchased was going to work out.

We come into the year having to make sure we get the direct certification done before the paper applications went out. We get the menus done and food in the buildings staff in place and trained on anything that came up over the summer while they are away having fun. We also need to plan for all their required training that will now need to be documented and submitted to PDE.

We get through September and prepare ourselves for the verification process. Some of us don't need to do this the old way because we went to the new system but some of us are still counting applications and sorting out the SNAP from economically deficient applications and don't forget the error prone applications. Now some us get luck and only need to a few then there are those of us that need to fifty or so. We send out the letters asking for their information and they say we are invading their privacy what right do we have to ask for it. We send out reminder notice because no one has replied and you get a couple from

that letter. You do the math and figure out who will be changing and who will be staying where they are at. This is where you can really see that some folks just don't read the directions all that well. You get some response back where the applicant used their net pay and not their gross or they filled out the application stating weekly and when we get the information back from them it was by weekly.

We get through that and begin our filing process on PEARS and hopefully remember to finish it before the deadline. Then we look at the calendar and see the CNFR is due by the end of December. We print it off and go sit with the business office because for the most part the numbers come off their AFR. Yes I know some of us don't even touch this report. As we sit with our friends in the business office they show us where the numbers come from and do their thing of putting pencil marks all over the place and say there you go now all you need to do is fill out this piece. You look at them and say thank you and walk away thinking why couldn't you just plop that last number in place but really it does make you feel good to know that there is one piece that they are relying on for.

Now from the last week in October to the week before Christmas break you wanted to plan the holiday menus and found out that turkeys were at a premium and then some of us have banquets and caterings and classroom parties and field trip lunches to pack.

What does December bring? We come off the Thanksgiving holiday break which for most of us here in Pennsylvania included Monday (thank you hunters). We look into December at 17 days of lunches for the most part more or less depending on your district calendar. This means a low month for two factors less feeding days and these days in some of our districts is where we have students that seem not to have much of an appetite for one reason or another. Notice I have not mentioned things that need to happen in our personal life, like did you even get to go shopping for the holiday yet? Did you need to attend any of those dozen or so meetings that are planned out for us? Have you started your new wellness policy? Are you ready to buy your commodities for next year or have you started the 2016-2017 budget yet?

What does December bring? I look at it as a short month with some much needed time off to be with family and friends. Time to reflect (if you do this sort of thing) on the previous year and how we can better ourselves, staff and students with new or refreshed ideas. We look at the coming year with (hopefully) a budget that might bring needed financial help to already strapped districts and programs. It will be an Olympic year, a Presidential election year and maybe just maybe some insight on our new NSLP and NSB programs from a bipartisan group.

I now would like to thank you all for the work you all do that benefits our next generation.

Mr. Brochu is the Director of Food and Nutrition at Cornwall-Lebanon School District and is chair of the PASBO Food Service Committee.



61st Annual Conference & Exhibits | Share. Learn. Succeed.
March 8 - 11, 2016 ~ Hershey Lodge and Convention Center, Hershey

Have you registered for the PASBO 61st Annual Conference and Exhibits yet?

Looking for a way to save your school some money? Take advantage of the early bird registration discount. The deadline is January 31 so don't delay.

To register, go to www.pasbo.org and click on the conference logo. Pay online with a credit card and save your school even more money with a 5% discount!

Installation Is Back In COSTARS Bids

BY FREDERIC H. GORDON, JR, PRSBS

On November 16, 2015 the PA Department of General Services announced that Ancillary Services are coming back to COSTARS Bids. These services include ancillary assembly, installation and construction activities. Because of The Prevailing Wage Act the construction activities are only permitted for projects under \$25,000.00. There will be no dollar limit for the non-construction related ancillary assembly and installations services.

This rescinds the Departments of General Services' Advisory dated April 23, 2012 and the Clarification dated March 22, 2013.

COSTARS stated that the allowance of Ancillary Services will be phased in over the next 45 days. The change is effective immediately for the following COSTARS contracts:

- ♦ COSTARS-8 Maintenance, Repair & Operations Equipment & Supplies
- ♦ COSTARS-14 Recreation & Fitness Equipment
- ♦ COSTARS-22 Weatherization Materials

Each awarded vendor must apply to amend their current COSTARS agreement to add installation back into their agreement. It will be extremely important that we all verify that the vendor you want to use has an amended agreement in their COSTARS award documentation. This can be verified on-line on the COSTARS website for the bid you want to use.

COSTARS defines "Installation" as: Installation as used in this Contract is limited to delivery in place with no permanent attachment to the real property. However, attaching to an existing building floor, wall, or ceiling which can later be removed without damaging the building and/or attaching it to other equipment, pre-existing electrical outlets, pre-existing plumbing hookups or pre-existing ventilation ducts that are outside of the walls is permitted. Any additional electrical, plumbing, or HVAC work necessary for installation constitutes "Construction Activities".

It is recommended by the PA Department of General Services that we confer with our legal counsel to determine what limitations may apply; especially on what is defined as "construction" activities/services.

Look for more information presented at the PASBO Conference Mini-Seminar sponsored by the Procurement Committee.

Mr. Gordon is the Purchasing Manager at Tredyffrin-Easttown SD and is a member of the PASBO Procurement Committee.



Sit Back and Take a Deep Breath...

Your school year is almost half way over

BY GAIL R. EICHELBERGER, PRSBS

It is December and hopefully you have had the opportunity to take care of all those bus stop change requests, driver shortage, PDE reports, fall sports schedules and the numerous field trips to the pumpkin patch. There may be some light starting to shine at the end of the tunnel or should I say the end of the school year.

But wait..... Is the local weather report calling for the snowflakes to start falling around midnight? Have you put together your emergency phone call list so that the calls can go out to the drivers in the event of a school closing or late starts? Have you made the appropriate contacts to the private and charter schools so they know what your district emergency weather policy is? Do you have a plan in place to clean the ice and snow off of the buses when you find out that school will be in session?

Oh, the holiday break can't come fast enough. But wait..... Do you have your garage staff come in a few days before the holiday break is over to start up the buses so that you do not have dead batteries? Do you have a back-up plan for the sports trips that are scheduled to go out during the holiday break? I know that you really want to keep your cell phone by your side and fully charged 24/7.

Some of the other things you may want to think about around this time of year are bus bids, budget, mid-year staff evaluations and maybe a week skiing in Sun Valley, Idaho (not). Come the end of February we hope you have survived the worst of the winter weather. Have you registered for the PASBO Annual Conference and Exhibits in Hershey? What a great opportunity to network with all of your transportation colleagues. You can have a great firestorm session discussing all of the issues you have dealt with so far this year. It makes you feel better to talk about it. This may be your only break before the spring sports schedule begins.

But wait..... By this time you will be into April and that light will seem a whole lot brighter especially if you do not have a lot of snow make-up days to add onto June's last day of school.

Hang on, you are almost there. You will make it to the end of the year unscathed and ready to start putting together your summer school schedules.

TRANSPORTATION SUPERVISORS - GIVE YOURSELF A BIG PAT ON YOUR BACK. JOB WELL DONE. THE 2016-2017 SCHOOL YEAR WILL BE RIGHT AROUND THE CORNER.

Ms. Eichelberger is an Emeritus member of PASBO and is a member of the PASBO Transportation Committee.



Improving Communication at Work

BY ELAINE MATHIAS, PRSBA
Member Communications Committee

Effectively communicating with your staff can be challenging at times. Why are people unhappy and what are they unhappy about? How many times have you heard people you work with complain about their job? Some of the most common complaints include being over-worked, under-appreciated and kept in the dark, just to name a few. Let's take a look at each of these complaints.

- **OVERWORKED:** Do what it takes to right-size the employees' workload. Communicate realistic expectations. This is absolutely crucial to their success. What is the task that has to be done? How long will it take to get it done? When does it have to be done? Finally, is it reasonable to expect them to get the job done and meet the deadline? If it is not reasonable, then you need to re-evaluate the workload and offer them help. Ask them how you can help them and then listen, really listen.
- **UNDER-APPRECIATED:** If an employee feels unappreciated they are less likely to give their best effort. Conversely, when an employee feels appreciated they are much more motivated to perform at a high-level. Remember to say thank you. When a job is done well, make sure you communicate your appreciation. A heart-felt thank-you does not cost anything, but it goes a long way.



- **KEPT IN THE DARK:** If an employee doesn't like being in the dark, they will move toward the light. If information is power, then the lack of information is the lack of power. While it is often necessary to keep information confidential, make sure you are communicating effectively. Share as much as you can with your employees. Keep them empowered and you will have a better chance of retaining them.

Successful communication is pro-active and two-fold. First, communication is talking to your staff and giving them needed information. Second, communication is listening and hearing the feedback. Talk to your staff and make sure you listen to them. Support your staff so they can successfully complete their jobs. Thank them when they do a good job. When they feel appreciated they will be more motivated. Empower your staff with the information they need by communicating as much information as you can.



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Are You Ready for Winter?

BY BRUCE BENNETT

I find that some of the most important times of the year for check lists are at the end of Fall. It is just when winter time is just around the corner and you are questioning yourself, "I wonder how this Winter` weather is going to be." So you find yourself as a Facility Manager checking online, The Farmer's Almanac, or starting conversations with fellow Facility Managers about the upcoming winter. One will say "It is supposed to be very mild, "and you feel great inside. Then a couple days later another will say "It is calling for a bad winter". Then your back to questioning yourself if you are really ready. Well throughout the years I have made up a check list that I go by so that I do not have to question myself so much. I would like to share it with you. So here we go.

VEHICLES AND SNOW EQUIPMENT:

Do the tires on your vehicles and snow removal equipment have good tread? Also do you have chains ready if needed?

How good is the anti freeze in your water cooled equipment? Have it tested and have it changed when it starts breaking down.

Check the hydraulic cylinders on your snow removal equipment. The hydraulics is going to be heavily used in the snow removal time. Especially a wet heavy snow at 3 am and it is 10 degrees out. It seems that is when the problems occur.

Make sure that all equipment has a fresh oil change for the winter time. You may have back to back storms and you are doing nothing but fueling up and going back out. Not having time to change oil.

Is all of your safety equipment on the equipment working? This would be brakes, lights, flashers, horns, heat, if you are lucky enough to have that in your piece of equipment. How about your defrost, this is very important in the storms. Also let's not forget ice scrapers.

Equip your truck vehicle with extra clothes and water. As silly as it may sound, if you are having to ride a storm because it is getting to a point of more snow than you can push, you will be surprised of how far away your co worker might be even if he is in the parking lot beside you if you need help.

If you have brushes hooked up to your tractors, make sure the bristles are gone over and replaced if needed before the snow comes. It is no fun working on equipment when you should be clearing the snow.

Are your ice melt spreaders in good condition?



BUILDING PREPARATION

Have your boilers been cleaned out and ready to go? How about the Boiler circulating pumps?

How about your loop hot water pumps?

Have you replaced any pipe insulation on your domestic or your heat lines that you removed over the year because of a leak repair?

This is a huge one in my book. Are your outside air dampers to your hvac units closing when it is not occupied? It better be or you again might be walking into a huge mess in the morning. I personally check the Discharge temps of the hvac units during unoccupied times at night in the winter. During an unoccupied time the heat valve is wide open and the oa damper should be 100% closed. If you are getting a discharge temp of 40 degrees or below, there is definitely a problem with your oa damper not closing 100%. And remember that again could lead to a disaster in the morning.

Has the glycol in your Chiller loop been checked to make sure that it is good?

Have you checked your heat tape on your air cooled chiller to make sure that it is working?

How about your cooling towers. Have you drained the pan if needed? Or did you at least make sure that the heater is working?

How about your exterior doors. Are they sealed around the threshold and edges. If not mice will find there way in. Kitchen Inspectors will write you up for not having your exterior doors sealed to your kitchen because of bugs and rodents entering.

Is your schedule on your BAS set properly for anything going on after school?

How are your windows? Do they leak a lot of air? You might want to caulk them.

Fix outside air leakage as needed at schools.

Are your Boilers and pumps tied into your remote notification on your BAS system? They should be or else you might walk into a swimming pool one morning.

EXTERIOR PREPARATION

Do your parking lot lights work? These are very important for plowing of snow. Although I have found that sometimes I will turn the lights out because of the possible glare. But none the less the lights are needed for safety.

Make sure that you check for lifting sidewalks during the spring. Maintenance Staff when pushing a plow on these raised surfaces could make it a dangerous situation. If staff is driving the plow and hits a lifted up piece of concrete chances are they are going to come to an abrupt stop. Hopefully they are wearing their seatbelt.

Do you have heat tape anywhere in or on your building? Do they work?

Are your rooftop units working? Are the filters changed and the unit lubed. These are things that you do not want to be checking when it is freezing out or snow covered. Roofs are very slippery in damp weather and then when you add the ice it is worse.

Heat Recovery Units are very important if that is your air exchange. Remember a public building must have at least air

See Winter Prep, page 11

Winter Prep

Continued from page 10

exchange 6 times per hour minimally. These must be working correctly so as to fight off colds and germs that are lingering in your buildings from kids coughing, etc.

WHAT IF I OUTSOURCE MY SNOW REMOVAL? WHAT SHOULD I PREPARE FOR?

Make sure that contracts are in place by the end of October each year. You do not want to get caught off guard.

Have you sat and spoke to the contractors. Make sure that they have the proper equipment to do the job. If you have a huge parking lot and all they have is 1 pickup truck, this may be an issue. Large parking lots require large pieces of equipment to work with. Or at least several pickup trucks in case 1 goes down. And they will break down believe me.

You need to know that this contractor is going to have you ready for the students to come to school when needed. Do not accept the excuse that, "Well it was a big snow and he has a lot of customers." Remember YOU are responsible for the safety of the children and staff. That contractor is tired and ready to go to bed by the time that he gets to you. Do not let him slide because of that. YOU will be judged at the end of the day. I plowed for many years and know that the bottom line is safety. Everyone is looking at you to make sure that YOU do a good job.

AFTER SCHOOL ACTIVITIES

Every after school activity should be treated with very high customer service. But, it is more demanding during the winter months. Let's use an example of a Basketball practice. The practice starts at 9 am on Saturday and goes to 12 pm; it is snowing but not cancelled. The custodian shows up at 9:05. The students are standing outside and they are cold because their parents brought them and dropped them off at 8:50 am and just assumed that you were there and the doors were unlocked. The student assumed that you were going to have the building unlocked because you always do by that time. So they did not wear a jacket. Now they are standing in the cold. The walk was not salted and so one of the kids fell and now is wet and cold. This could be devastating for your department and also for your school. Now let's have the same scenario with a little different preparation in place. The custodian shows up at least 30 minutes early. He or she unlocks the door that the students and Coach will be entering. The side walk is cleaned of snow and ice melt is applied. The children get right out of the vehicle and enter the building that is warm for them. They are happy and everyone is safe. The Custodian will stay there until the practice is over if needed. They will tell the Coach where they can be found in the school if they would need their service. The walks are cleared and ice melt applied again if needed before they go home. This is a much better ending.

This may not be an all inclusive list for winter preparation. But it is a starter list for you and your department. The bottom line is the safety of our students, staff, parents and anyone that comes onto our properties.

Have a safe winter.

Mr. Bennett is the Director of Buildings and Grounds at Solanco School District and is a member of the PASBO Facilities Committee.

HSA's and HRAs may look alike...But that's where the resemblance ends



HRAs allow more negotiating room when it's time to change your Health Insurance plan

With an HRA, you are free to mold and shape a plan that works for your group. Any ACA compliant plan, no matter how high or low the deductible, can be used with an HRA. Additionally, there are no contribution limits to get in the way.

An HSA, according to IRS rules, must be used in conjunction with an IRS-defined High Deductible Health Plan. This restriction alone makes negotiating more complicated.

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Professional Registration Enhancements

BY JACK J. HURST, CPA, PRSBA

The Professional Registration Committee is always committed to upholding the rigor of the registration requirements. Changes in the school business arena provide opportunities for the Committee to consider enhancements to the program. Two changes were suggested by the members at large and considered by the Committee over the past year.

The first update would allow members who change positions that result in ineligibility for Active membership to retain their designation provided they maintain the appropriate type of membership for the new position. The individual would still be required to meet all other designation requirements. An example of a situation this change applies to would be a Business Administrator moving into the position of Superintendent.

The second update would allow members who obtain the ASBO Administer of School Finance and Operations (SFO) Certification, to be awarded CEUs for the initial certification only.

In September 2015, the proposed guideline changes were approved by the PASBO Board of Directors and a revised Profession Registration Guide is available on the PASBO website.

Mr. Hurst is the Business Administrator at Mahanoy Area School District and is Chair of Professional Registration Committee.

PASBO Webcast Summaries

WILL YOU BE READY WHEN THE IRS KNOCKS ON YOUR DOOR?

Should the IRS knock on your door, will you be ready? While each IRS audit is likely to be different, there are things that each entity can put in place now to minimize the impact of an IRS audit. The case studies of the Montgomery County IU and Berks County IU were shared during a recent webcast which reviewed what information was requested by the IRS.

What Records with the IRS request in an audit?

GENERAL

- State Auditors Report including management letter
- Union Contracts
- Administrative Employment Contracts
- Act 93 Comp and Benefit Package
- Termination/Severance Agreements
- Settlement payments
- Listing of board members
- Check registers for all checking accounts
- List of all student workers
- List of any foreign teachers, hire date, Visa status

RETIREMENT

- Retirement plans and benefits available to employees – 403(b), 457(b), etc.
- Employee handbooks, documents describing retirement plans and benefits, incentives, etc.
- Details on employer contributions to the plans
- Additional details on selected employees

PAYROLL

- Amended returns: 941X or corrected returns: W-2c/W-3c
- Information contained on the W-4s for all employees
- Correspondence from IRS or Social Security Admin regarding the filing of W-2s
- Gross payroll summary – end of calendar year
- Reconciliation for each of the following: Gross payroll to Forms 941; Gross payroll to Medicare Wages; Gross payroll to Social Security Wages; Gross payroll to Income Taxable Wages
- Explanation of nontaxable payroll item amounts
- List of 5 highest paid employees – total compensation and detailed reconciliation
- Documentation as to why an employee received a 1099 and a W-2

FRINGE BENEFITS

- Copies of written policies for: Accountable and non-accountable plans; Travel allowances and/or reimbursements; Automobile allowances and/or reimbursements; Employee use of employer provided automobile; Any other allowances and/or reimbursements
- Fringe benefit plans available to employees
- Copies of policies for employer paid life insurance (not group life)
- List of employees with group life insurance > \$50,000
- Detailed information on district owned or leased vehicles that were taken home overnight

- Details on reimbursements provided to employees for using their personal vehicles

INFO REPORTING & VENDOR PAYMENTS

- Corrected forms 1099 and 1096
- Forms W-9 for all vendors on file
- Copies of contracts with independent contractors
- Accounts payable journals
- Report summarizing all payments to employees paid through accounts payables

To learn more about what to expect during the IRS audit process, lessons learned and guidance on what you should be doing before you hear from the IRS, you can purchase the webcast recording and handout packet through the PASBO Store at http://www.pasbo.org/store_home.asp.

E-RATE 2.0: LESSONS LEARNED AND CHANGES FOR FY2016*

December 1, 2015 Webcast

Vast and sweeping changes occurred with last year's revisions to the E-Rate program. The gradual decrease in certain Category 1 discounts and the immediate addition/increase in Category 2 discounts had short-range as well as long-range budgeting implications that all districts must address. Many changes are coming for FY2016 related to the new E-rate Portal, new Forms 470, 471 and new rules related to fiber.

Simple notes for E-rate changes:

- ♦ Do not disregard the long-term impact of those services that are no longer discounted or that are phasing out over the next 3 years.
- ♦ Understand that Cat 2 purchases are no longer funded based on residual funds
- ♦ Develop a WORKABLE 3 to 5 year Technology Plan that focuses on Infrastructure upgrades, replacements, and enhancements
- ♦ Keep the entitlements simple! Manage your projects to make the most of your discount in larger investments once every 5 years per building
- ♦ Be careful of the timeline for 470 posting and make sure you educate your administration and school board as to the filing requirements under E-rate.
- ♦ Evaluate bids Jan 4 – Jan 15; February board approvals of contracts; Sign contracts by February 27; Upload contracts to EPC Contract Wizard by March 1; Complete 471 no later than March 7
- ♦ Take advantage of opportunity to purchase equipment prior to July 1
- ♦ E-Rate applications must be a collaboration between the IT Office and the Business/Purchasing office

To learn more about the CEP requirements and factors that you should consider when evaluating if CEP is a good fit for your LEA, you can purchase the webcast recording and handout packet through the PASBO Store at http://www.pasbo.org/store_home.asp.

PASBO Webcast Summary: FREE MEALS THROUGH THE COMMUNITY ELIGIBILITY PROVISION

The Community Eligibility Provision (CEP) is a provision from the Healthy, Hunger-Free Kids Act of 2010 that allows schools and local educational agencies (LEAs) with high poverty rates to provide free breakfast and lunch to all students. The CEP was the topic of a recent webcast that reviewed the requirements for CEP and presented two school case studies.

What are the benefits of CEP?

All students receive a FREE breakfast and lunch; Increases breakfast and lunch participation; Improves nutrition for disadvantaged students; Simplifies meal counting and claiming; Eliminates overt identification issues for students; Reduces paperwork and labor at the school district level; Eliminates student debt from reduced and paid lunches

What are the options for setting up the CEP?

Individual - A site can apply to be an individual CEP site with its own Identified Student Percentage (ISP).

Groups - A claiming percentage for each group of sites will be determined. There is no limit to the number of groups within the LEA. Not all CEP sites within the LEA need to be grouped together. Schools that do not qualify for the 40% minimum ISP by itself could group with a higher ISP site to obtain an aggregate ISP and claiming percentage.

District - All sites in the district are grouped together in one group. Same claiming percentage for all sites.

What is the CEP Participation in PA?

2014-2015: 100 LEAs, 656 CEP schools, 332,331 students
2015-2016 (as of 11/18/15): 150 LEAs, 801 CEP schools
INCREASE: 50% increase in LEA participation, 22.1% increase in CEP schools

What is the timeline for CEP?

Prior to April 1, 2016: LEAs interested in electing the CEP beginning in school year 2016-2017 must run DC data and collect all supporting documentation to determine the number of identified students.

April 1, 2016: instructions for completing the CEP portion of PEARS in the 2016-2017 SNP application packet will be available on Download Forms.

June 30, 2016: deadline for LEAs to notify PDE of intent to begin CEP and submit data in PEARS to participate for school year 2016-2017.

To learn more about the CEP requirements and factors that you should consider when evaluating if CEP is a good fit for your LEA, you can purchase the webcast recording and handout packet through the PASBO Store at http://www.pasbo.org/store_home.asp.



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Networking

One of the greatest benefits to association membership is the opportunity to network with your professional peers and colleagues. Networking with others that are like-minded and share your profession gives members a chance to exchange knowledge, discuss challenges and gather ideas on how to overcome them while building important professional and personal relationships. PASBO members have many opportunities throughout the year to network with their colleagues, both in person and virtually.

The PASBO Annual Conference being held this year at the Hershey Lodge and Convention Center, March 8-11, 2016 offers members an opportunity to network on a grand scale. Attendees will get a chance to meet, talk and learn from their colleagues both on a professional and personal level through educational sessions and social gatherings. Meeting face-to-face at the Annual Conference will allow you to put a face to that name you hear so often or to that person you have spoken to on the phone, but never actually met in person.

PASBO Regional Chapter Meetings are another great way to meet up with your professional peers. If you belong to a regional chapter, make it a priority to attend meetings. In this smaller, more intimate setting, you will be able to pose questions to others in the field and have an opportunity to learn from those that do your job on a daily basis. You may be able to offer your expertise to those that are new to school business or even serve as a mentor to someone just beginning their career.

If you want to join the conversation and keep up-to-date with PASBO news and your colleagues more remotely, you can join the **social network** on PASBO's Facebook or LinkedIn pages or our Twitter feed. These networks offer opportunities for you to stay current and network with your colleagues without ever having to leave your office.

The new **School Business Global Network** is a private online community where your regional chapter can communicate, post documents, post discussions and event reminders all within the platform that is open only to your regional chapter members or those that you invite. If your chapter does not currently have a Global Network and would like to have this online platform available to your regional chapter members - just give us a call and we'll set up a group for you.

Networking with your fellow school business professionals adds a great deal of value to your PASBO membership by giving you opportunities to grow professionally and personally.



Inspiration and Sharing – Are You Ready?

BY LAURA E. COWBURN, PRSBA



"A candle loses nothing by lighting another candle." - Father James Keller

There are hundreds of schools and education agencies in this wonderful State of Pennsylvania. All of these agencies have school business officials who want to improve, achieve and learn from others. PASBO is the ultimate networking tool for school business officials. It makes sense not to "go it alone," but

rather that we share ideas and practices so that others can be inspired – lighting another candle which will in turn create more good ideas and light more candles.

Have you talked to others about a great new practice or publication, or other achievement that has saved money, improved time-management, inspired the community, improved the learning environment for students? If you have, the Awards Committee would like to hear about your ideas. Or, if you have talked to someone who shared something valuable, encourage that someone to share that with the Awards Committee.

Yes, we want to hear about the innovations that are happening – and we want to recognize the innovators for taking a chance and going the extra mile. The Awards Committee urges all of you to think about the creativity in your business operations and share these ideas by applying for the PASBO Awards of Achievement.

Not only will this bring some recognition to the work you do every day, but your idea could just light a candle in another business official who is then inspired to do the same for you and others.

There are good ideas out there. There are very successful activities and improvements going on in our educational system. We need to highlight them and celebrate the successes.

You've already accomplished the achievement. We just want to know about it!

Ms. Cowburn is an Emeritus member of PASBO, serves on the PASBO Awards Committee and is a PASBO Past President.

Apply today!

The deadline for application is **DECEMBER 31, 2015.**

Have questions? Contact Suzy Yorty
at syorty@pasbo.org.

● COLLEAGUE TO COLLEAGUE ●

What is on your school's holiday wish list?

MICHAEL WETZEL

**Director of Buildings and Grounds,
Brandywine Heights Area SD**

We would love to see a state budget that is adopted in a timely manner. If we really can dream big, we would like to see a budget that is funded at 50% instead of overburdening our tax base. Ultimately we hope all of our students, staff and their families have a great holiday break.

BRIAN KEISER

**Assistant Business Administrator,
William Penn SD**

William Penn SD would like a PA State Budget to get passed, a new Basic Education Funding formula and meaningful Charter School reform. That's not asking for too much is it?

JOHN J. HURST, CPA, PRSBA

Business Administrator, Mahanoy Area SD

We would like a state budget, a reliable school funding formula, and charter school reform.

RICHARD C. GALLEY, PRSBO

Supervisor of Technology, Kutztown Area SD

KASD, along with many others districts, wish that Apple IOS updates such as the update to 9.2 would work with Mobile Device Management Software vendors such as LightSpeed and Casper to support the distribution of Education Apps to student iPads without fail. Now that is a wish that would simplify the burden on IT departments to manage hundreds of devices and technology needed in our classrooms! Happy New Year!

UPCOMING WORKSHOPS

For complete details, go to www.pasbo.org/workshops
(*Indicates CPE Credit available)

FOOD SERVICE BENCHMARKING AND BEST PRACTICES*

January 13, 2016 Webcast (9:00 to 10:30 AM)

For the first time, PASBO will conduct a food service benchmarking study to collect and quantify key measures. The data from the fall 2015 study will be presented and discussed in terms of how schools can use the data to compare your LEA to other schools, and create best practices. (School districts submitting data to the survey will receive a \$50 discount on webcast registration/survey results.)

RECRUITING AND RETAINING SUBSTITUTES: INSOURCED VS. OUTSOURCED - January 22, 2016 Webcast (9:30 - 11:00 AM)

This webcast will discuss issues related to recruiting and retaining substitutes, and explore both side of the "insource" versus "outsource" decision through two school district case studies.

FOOD SERVICE PROCUREMENT REQUIREMENTS AND BEST PRACTICES* - January 26, 2016 Webcast (9:00 - 10:30 am)

Using proper procurement procedures is not only necessary to comply with federal and state regulations, but it is essential to operating a financially solvent school food service operation. This program will review required procurement practices whether purchasing equipment, food, or services.

APPLICATIONS IN DATA MANAGEMENT

Online Course (February 1 - March 4, 2016)

Data-driven decision making has become a critical tool in school business to evaluate effective programs and determine funding. This online course will describe concepts to assist a district in building data culture to benefit student achievement and improve business processes.

Social Media Stats November 2015



STAY CONNECTED!

Join these PASBO members on our social media sites to keep up-to-date on the latest legislative happenings, up-coming educational workshops and stay current on all the PASBO news!

It's easy to stay connected to PASBO.

New Members

PASBO is pleased to welcome 35 new members: 24 Active, 1 Education; 4 Associate and 6 Business members

ACTIVE: Ann Marie Barber, Administrative Assistant, Pocono Mountain SD; Ed Blazis, Director of Facilities, Mahanoy ASD; Lorraine Hope Bytheway, Transportation Supervisor, Garnet Valley SD; Theresa Dillon, Manager of Business Affairs, City Charter High School; Marie Dohanich, IT Director, Freedom ASD; Sarah Dougherty, Director of Human Resources, Phoenixville, ASD; Mary Gallagher, Benefits Coordinator/Procurement Specialist, Bethel Park SD; Susan Gallagher, Applications & Client Services Administrator, Downingtown ASD; Timothy M. George, Supervisor of Buildings & Grounds, Southern Columbia ASD; Diane A. Gibson, Director of Human Resources Ephrata ASD; Jason Glass, Technology Director, Belmont CS. Lindsay Kapinus, Accountant, Pocono Mountain

SD; Carol Kauffman, Director of Business Affairs, Mount Union ASD; Diane Lubking, Director of Transportation, Red Lion ASD; Joseph Lucarelli, Director of Finance & Business Operations, Allegheny IU #3; Cammie L. Mong, Assistant Business Manager, Titusville ASD; Marci A. Nagle, Director of Food service, Conrad Weiser ASD; Kimberly D. Nice, Controller, Propel Schools; Kim Nixon, Assistant Supervisor Buildings and grounds, Palmyra ASD; Holly Parkinson, Director of Facilities & Operations Lehigh Valley Academy Regional SD; Kelley R. Price, RD, LDN, Food Service Director Leechburg ASD; Becky Robinson, Food Service Director, Schuylkill Valley SD; Kevin Stibitz, Director of Technology, Clearfield ASD; Dr. L. Joan Welter, Director of Human Resources, North Allegheny SD.

EDUCATION: Brian D. Veccia, Assistant Principal/Transportation coordinator, Farrell ASD

ASSOCIATE: Wayne Birster, Jr., Communications Mechanic, Central Bucks SD; Marianne Drexler, PIMS Coordinator, Canon-McMillan SD; Glory Irizarry, Administrative Assistant, Centennial SD; Michelle Rubin, Accounts Payable Centennial SD.

BUSINESS: Orville Bailey, CEO, Equal-Level, Paige Barbour, Marketing Director, Office Service Company, Ron Farkas, CCRES, Inc.; Jill Sitnick, Account Tech Strategist EDU, Microsoft; Michael Williams, Preferred Meals, Bruce Zurbrick Rep. – Pennsylvania, Titan LED, Inc.

Do you have a new employee or a position open at your school?

Let PASBO know about it!

Advertise your employment opening for **FREE** in *PASBO Report* and on the web site, www.pasbo.org.

Contact Matt Wingfield for more details at mwingfield@pasbo.org.

Employment

The following employment opportunities with detailed information are now being advertised on the PASBO web site at:

http://www.pasbo.org/jobs_search.asp

ASSISTANT BUSINESS MANAGER

Pottstown SD - Deadline: Until Filled

CLIENT SUPPORT SPECIALIST,

Central Susquehanna IU #16 - Deadline: 1/14/16

LOGISTICS/INVENTORY SPECIALIST,

Downingtown Area SD - Deadline: 1/6/16

FOOD SERVICE DIRECTOR,

Upper Perkiomen SD - Deadline: 1/8/16

DIRECTOR OF INFORMATION TECHNOLOGY,

Pennridge SD - Salary Range: \$110,000 - \$116,000; Deadline: 1/3/16

DIRECTOR OF BUILDINGS AND GROUNDS,

Conneaut SD - Deadline: 12/31/15

FINANCE PROFESSIONALS,

Bethlehem Area SD - Deadline: 12/31/15

Have an opening in your district, IU or CTC?

Post it to the PASBO web site for **FREE!**

Member News

Daniel Berger joined Chester County IU #24 as Director of External Technology Services. Berger was formerly Coordinator of Educational Technology at Tuscarora IU #11.

Marcie A. Nagle accepted the position of Director of Food Service with Conrad Weiser SD.

Chichester SD welcomed **Nicole Jones** as Assistant Business Administrator. Jones comes to this position from Garnet Valley SD where she was the Payroll Supervisor.

Patricia Connolly, PRSBO has been named the Director of Business Services at Midwestern IU #4. She was Supervisor of Fiscal Services at Allegheny IU #3.

David B. Bowser, CPA is retiring from Millville Area SD at the end of December. Bowser has been a PASBO member for 25 years.

Mary Ann Boardman joins Northeast Bradford SD as Business Manager/Board Secretary.

Robert Geletko, PRSBA is now the Business Manager at Penn Hills SD. Gelet-

ko was Accounting Specialist with Bethel Park SD.

Joanna Latosky joins the team at Philipsburg-Osceola Area SD as Director of Human Resources.

Pine-Richland SD welcomes **Kim Charney** as Transportation and Facilities Use Coordinator.

Charles W. Bennett is leaving Shaler Area SD as Director of Business Affairs. Bennett has been a PASBO member for 25 years.

Joseph Wachter has accepted the position as Director of Operations and Maintenance at Shippensburg Area SD. Shippensburg also welcomes **Joshua Lovejoy** as Human Resources Director.

Cammie L. Mong has been named the Assistant Business Manager at Titusville Area SD.

The new Public Relations Advisor for West Jefferson Hills SD is **Carrie Lekse**.

Sheila R. Lubert, PRSBA, Business Manager at Sto-Rox SD, has accepted the position of Assistant Business Manager at Wilkinsburg SD.

PASBO Mourns Center for Safe Schools' Don Smith

It is with great sadness that PASBO announces that emergency planning and response management coordinator, Donald W. Smith, Jr., passed away on December 4, following a five-year battle with cancer.

Don was a charismatic and compassionate professional who devoted his career and life to keeping communities and schools safe.

He started out as a police officer and then transitioned to teaching at Dauphin County Technical School, where he served as District Administrator. In 2008, Don merged careers and joined the Center for Safe Schools.

Don was active with PASBO, writing articles and presenting workshops and conference programs when needed.

Contributions in his memory can be made to Homeland Hospice, 2300 Vartan Way, Suite 115, Harrisburg, 17110 or to Paxtang Fire Company, 3423 Derry Street, Harrisburg, 17111.

CALENDAR OF PASBO EVENTS

January 8, 2016	PASBO Education Committee 9:30 AM; PASBO Office
	PASBO Accounting Committee 9:30 AM; PASBO Office
January 12, 2016	PASBO Transportation Committee 9:30 AM; PASBO Office
January 13, 2016	PASBO Technology Committee 10:00 AM; PASBO Office
	Food Service Benchmarking (Webcast) 9:00 AM - 10:30 AM
January 14, 2016	PASBO Food Service Committee 9:30 AM; PASBO Office
January 20, 2016	PASBO Procurement Committee 10:00 AM; PASBO Office
January 22, 2016	PASBO Benchmarking Committee 9:30 AM; PASBO Office
	Recruiting and Retaining Substitutes: Insourced vs. Outsourced (Webcast); 9:30 AM - 11:00 AM
January 26, 2016	Food Service Procurement Requirements and Best Practices (Webcast); 9:00 AM - 10:30 AM

For the entire PASBO calendar, including Regional Chapter meetings, go to: http://www.pasbo.org/calendar_list.asp

Regional Chapter Recap

The **Central School Facilities Managers** sponsored a Vendor Fair and Exhibit at Lincoln IU 12 on December 14. Displays from 34 vendors provided valuable information to facilities team members from over 30 districts throughout the region. Pictured (L-R) are Lynn Kraus from IU 12 who led efforts to coordinate the Fair; Dave Nett, Central SFM President; Amy Swartz, PASBO Regional Chapter Liaison; Mark Czapp, Central SFM Vice President; and Randy Buffington, PASBO Board Liaison.



The **Lehigh Valley School Business Officials** were pleased to have Hannah Barrick (pictured left at podium) and Jay Himes at a recent meeting to provide an update on the status of the state budget.

May your holiday season be merry and bright...



The PASBO Staff

Back/Middle Rows (L-R): Jay Himes, Suzy Yorty, Matt Wingfield, Abby Haman, Tom Inners, Stephanie Stehman, Karen Rogers, Lynn Bubbs, Jeff Ammerman, Andrew Rucker
Seated (L-R): Corrine Shearer, Kimber Pierich, Hannah Barrick, Jane Hack